

Indian Red Cross Society
National Headquarters

Scope of work of the Internal Auditor

1. The firm need to depute one Internal Auditor who has atleast three years experience in auditing the accounts of ~~Government Departments~~ ^{PSUs} and familiar with rules and regulations of Govt. organisations. who would attend the office regularly from Monday to Friday from 9.30 AM to 06.00 PM. In case of exigency the Internal Auditor is required to attend the office during holidays and after office hours also.
2. Review of action taken for recovering of loans and advances outstanding for more than two months.
3. Payment vouchers all contacts for civil and electrical works vouchers above Rs.10,000/-.
4. Review of action taken for payment to supplier, contractors and other outstanding for more than two months.
5. Review of cash handling procedure, surprise check of cash balances once in a month.
6. Verification of investment documents.
7. Review of timely receipt of interest on investment and their maturity value.
8. Review of timely investment of surplus funds.
9. Review of incomplete works and investment in fixed assets.
10. Disaster Funds – Utilisation and the adjustment in accounts.
11. Verification of fixed assets once a year and other assets in a phase programme over the year.
12. Bank reconciliation.
13. PF Accounts, establishment salary expenses.
14. Advice on taxation matters.
15. Pre-examination of Annual Accounts.
16. Auditing the regular routine files of financial matters and payment files.
17. Submission of quarterly internal audit report.
18. Any other work assigned from time to time by the Management.